DHSP PARTNER REGISTRATION GUIDE

FOR PARTNERS WITHOUT A STATE OF MICHIGAN EMAIL ADDRESS

DHSP Partner,

Welcome to SHOARS! SHOARS is now the place to go to interact with the Division of HIV/STI Programs at the Michigan Department of Health and Human Services. To get started on your SHOARS journey, you will need to create a SHOARS profile – this guide is designed to take you step-by-step through the process to request SHOARS access, create a user profile, and access the services you need.

There are four distinct steps in creating your SHOARS profile.

1. Create an account with MILogin*
2. Request access to SHOARS in MILogin
3. Create a user profile in SHOARS
4. Submit the "+ Request Access" form in SHOARS

Please follow this guide to successfully register for your SHOARS account. If you have any questions or difficulty, please reach out to the SHOARS team at
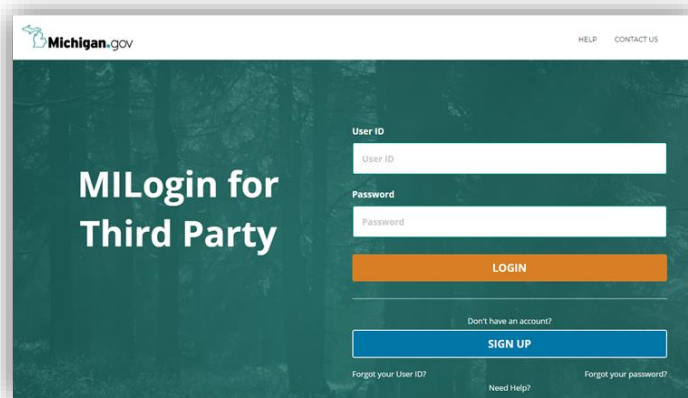
MDHHS-SHOARS-Support@michigan.gov

Thanks!

The SHOARS Team

If you already have a MILogin account, you do not need to create a new one. You will be able to skip to step #2.

STEP 1: CREATE AN ACCOUNT WITH MILOGIN

1. Navigate on your browser to MILogin for Third Party (MILogin - Login (michigan.gov))
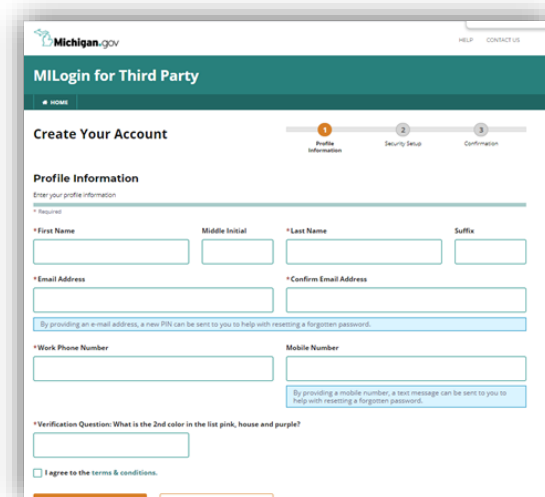
2. Begin creating an account by selecting "sign-up on the MILogin home page.
   NOTE: If you already have a MILogin Third Party account you do not need to create a new one!

3. Fill out the "Create Your Account" form with all required information. This information includes:

   a. First and last name
   b. Email address
   c. Work phone number
   d. Answering the verification question

4. Create your username and password.
   a. Your username needs to be your last name + first name initial + 4 digits. For instance, if you were registering as Jay Gatsby your username would be gatsbyj1925.
   b. Your password must meet the following criteria:
      i. At least 8 characters in length
      ii. At least has three of the following: (1) upper case letter, (2) lower case letter, (3) number, or (4) special character
      iii. It does not contain any combination of letters or numbers used in your username
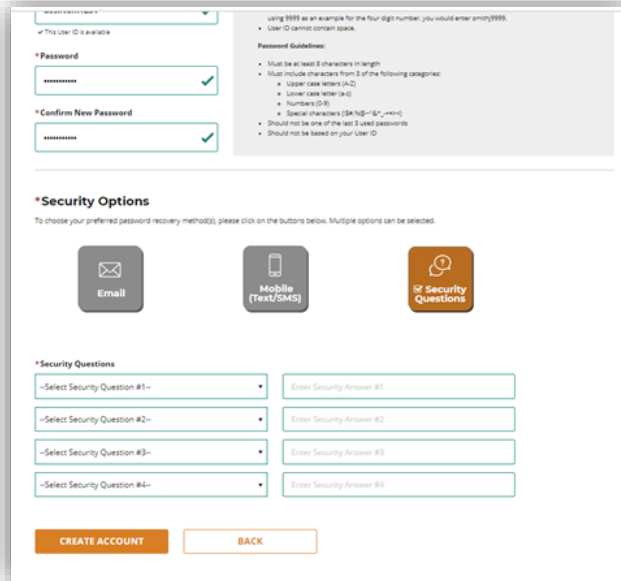
5. Select a security option – you can either have a multi-factor security set-up through your (1) email address, (2) text message, or (3) by providing answers to 4 questions. We strongly recommend choosing the 4-security question email so all authentication can happen within the webpage.

6. Click "create account" to finish the process to create your MILogin account.
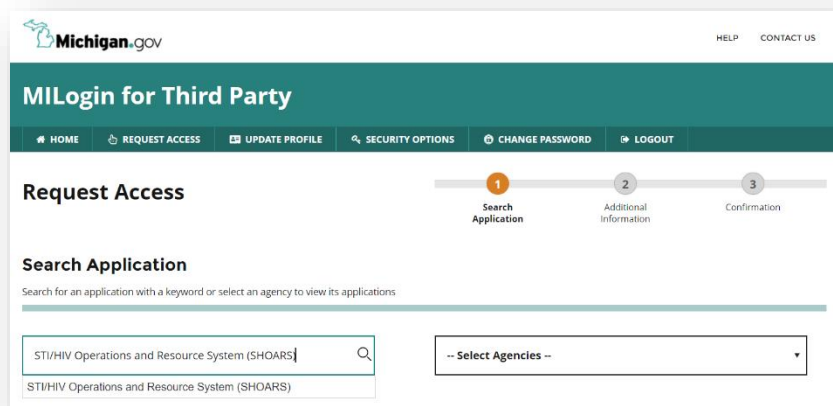
STEP 2: REQUEST ACCESS TO SHOARS THROUGH MILOGIN

1. After you create your account in MILogin, you will be taken to your MILogin "Home Page." At the bottom of this page, click on the teal text that says "Request Access."
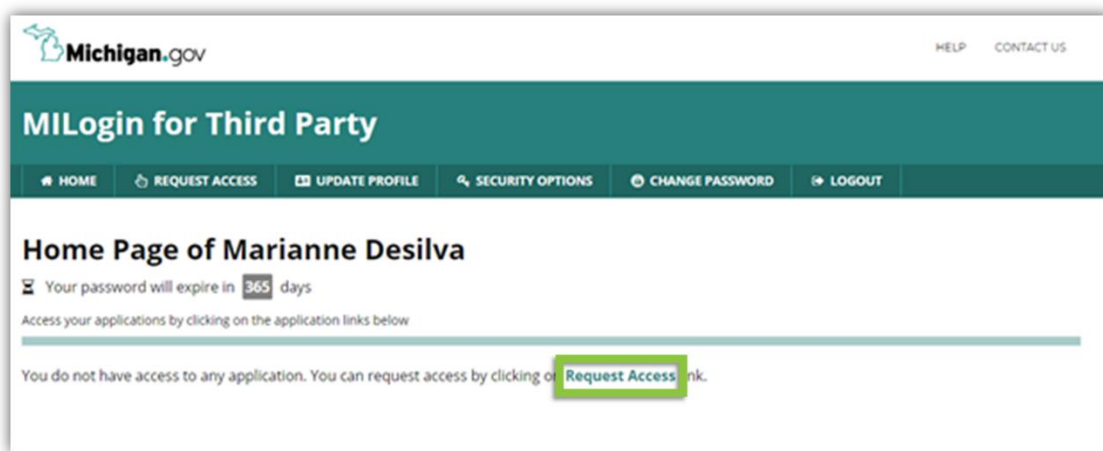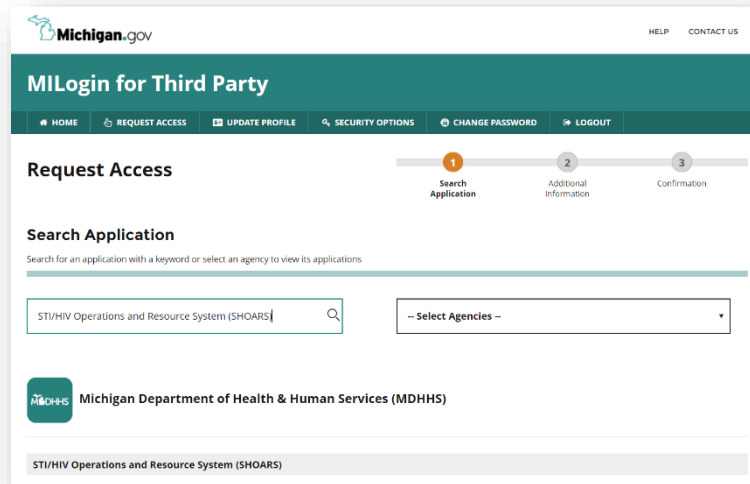

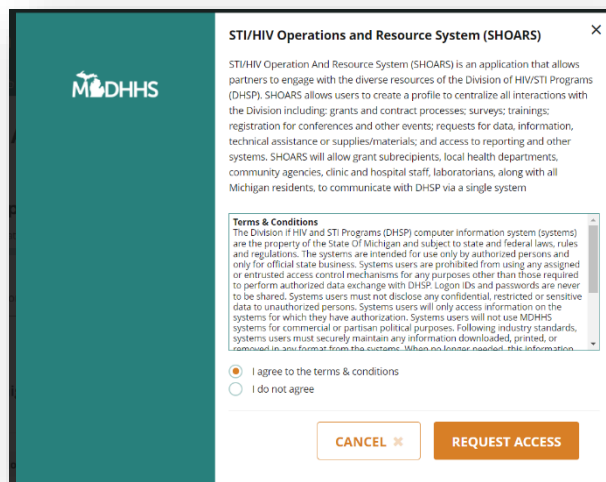2. Search or STI/HIV Operations and Resources System (SHOARS) in the application search bar.

3. Select "STI/HIV Operations and Resources System." It will be labeled under the MDHHS logo.

4. Agree to the terms and conditions. Click "Request Access."

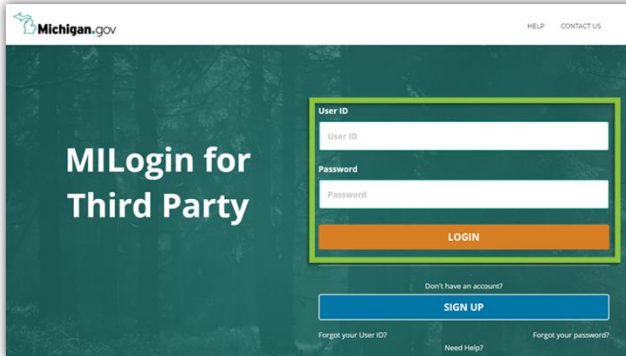5. Enter your email address and phone number. Click submit and you will receive a confirmation pop-up.

NOTE: After you submit, access will be granted on a rolling basis. You will have access no later than the end of the business day you make the request but may be granted sooner.
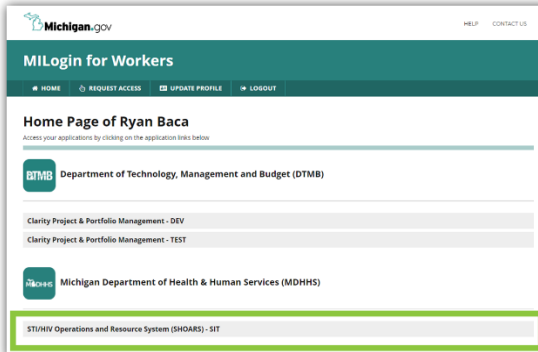
STEP 3: CREATE A USER PROFILE IN SHOARS

1. After you have been given access to SHOARS – you'll receive a confirmation email – return to the MILogin homepage for third party users (MILogin - Login (michigan.gov)). User the username and password you have created.
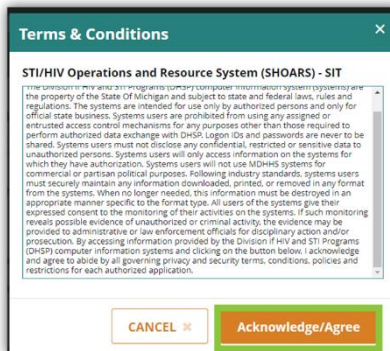
NOTE: You will return to this homepage to access SHOARS in the future. This is the webpage for SHOARS.

2. After you login through MILogin, you'll be taken to a list of all the programs you can access through the State of Michigan. Select STI/HIV Operations and Resource Systems (SHOARS).

3. Agree and acknowledge to the terms and conditions.

4. The first time you visit SHOARS, you will be asked to create a SHOARS user profile with DHSP-required information. This is to make sure that when you request something in SHOARS, DHSP can better serve you. The following information is required:

   a. First and last name
   b. Email Address
   c. Business/Affiliation name
   d. Business/Affiliation position
   e. Business/Affiliation address
   f. Identify the area you are involved
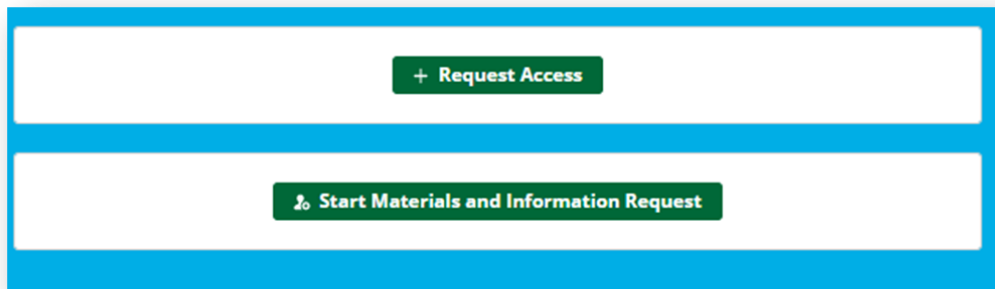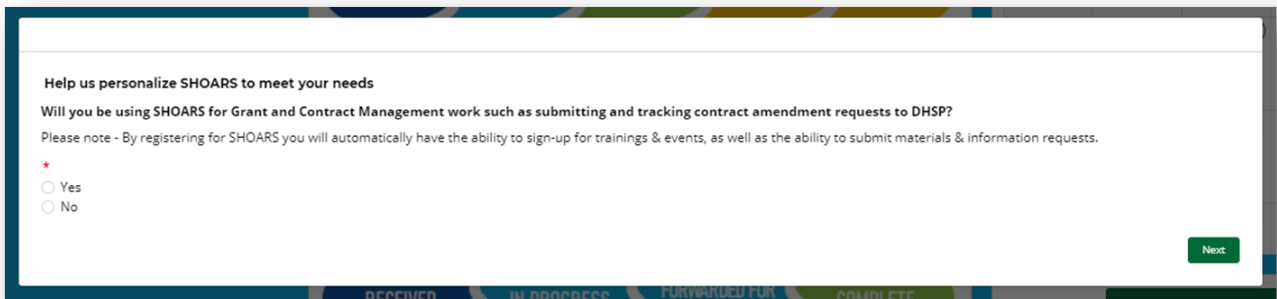
STEP 4: SUBMIT THE "+ REQUEST ACCESS" FORM IN SHOARS

NOTE: Anyone with SHOARS will have the access to to sign-up for trainings & events as well as can submit materials and information requests. If you need access to submit grant and contract management, please continue to request access as outlined in the next portion of our training.

1. Click "+ Request Access" to begin the process on gaining access to the Grants and Contract Management functionality of SHOARS.

2. Confirm you need SHOARS grants and contracts access.

3. Complete the questionnaire based on your amendment-access level including if you are approver of agency representative. Your information must match what is linked to your name in EGrAMS to continue.